

System Control and Reference Tables

Topic Objectives

After completing this topic, you will be able to:

- Describe the system control and reference tables used for budget control.
- View the system control and reference tables used for budget control.

Topic Overview

This topic introduces you to the following system control and reference tables:

- Fund (FUN2)
- Fund Agency (FGY2)
- Organization (ORG2)
- System Control Options (SOP2)

Fund (FUN2)

The Fund (FUN2) table defines the values for all funds in SAM II. It also specifies, for each fund, how SAM II is to handle various control options. Expense budgets with this fund will have presence control, revenue budgets with this fund will have no control, appropriations with this fund will have full control, and allotments with this fund will have cumulative control on a quarterly basis.

This table is maintained by the Office of Administration (OA). It is recommended that control options for existing funds are not changed during a fiscal year.

Fund

Fiscal Year: 99 Fund: 0101 Bank Account: 01 Class: Category:
 Type: G Group: State / Bond: None
 Name: General Revenue Short Name: GR

Control Options

Control Options:

Expense Budget	<input type="radio"/> Full	<input checked="" type="radio"/> Presence	<input type="radio"/> None
Revenue Budget		<input type="radio"/> Presence	<input checked="" type="radio"/> None
Appropriation	<input checked="" type="radio"/> Full	<input type="radio"/> Presence	<input type="radio"/> None
Allotment	<input type="radio"/> Full	<input type="radio"/> Presence	<input type="radio"/> None <input checked="" type="radio"/> Cumulative
Allotment Frequency	<input type="radio"/> Yearly	<input checked="" type="radio"/> Quarterly	<input type="radio"/> Monthly
Fund Balance	<input type="radio"/> Select	<input type="radio"/> Reject	<input checked="" type="radio"/> N/A
<input type="checkbox"/> Memo Depreciation	<input type="checkbox"/> Sweep	<input type="checkbox"/> Negativity Equity Indicator	
Cash Edit Pool Fund	<input type="checkbox"/> Account Balance		
Cash Edit Indicator	No Cash Edit on Transactions		

Fund Agency (FGY2)

The Fund Agency (FGY2) table defines all the Fund/Agency combinations that are valid in SAM II. System control options concerning budget control and accounting documents for each Fund/Agency combination are established on this table.

In the example of the FGY2 table, the Organization field is: required on budget and accounting for expense budgets; required on budget and accounting for revenue budgets; required on accounting for appropriations; and required on accounting for allotments. The Activity field is optional on accounting for expense budgets and revenue budgets. The Function field is required on accounting for expense budgets.

The FGY2 table is maintained by OA. It is recommended that control options for existing Fund-Agency combinations are not changed during a fiscal year.

The screenshot shows a 'Fund Agency' form with the following fields and values:

- Fiscal Year: 99
- Fund: 0101
- Agency: 350
- Plan Frequency: None
- Job / Project Precedence: Validated as Job First
- Expense Budget Control: Budget Object Class
- Zero Tolerance: None
- Organization Options:
 - Exp Budget: Required on Budget and Accounting
 - Rev Budget: Required on Budget and Accounting
 - Appropriation: Required on Accounting
 - Allotment: Required on Accounting
- Activity Options:
 - Exp Budget: Optional on Accounting
 - Rev Budget: Optional on Accounting
- Function Options:
 - Exp Budget: Required on Accounting
- Federal Aid Options:
 - Federal Aid Installed: Not Applicable
 - Object Class: Not Applicable
 - Function: Not Applicable
 - Organization: None
 - Activity: Not Applicable
 - Revenue Class: Not Applicable

Organization (ORG2)

The Organization (ORG2) table defines valid organizations and establishes agency/organization relationships. The SAM II organization structure allows the definition of up to twelve-hierarchical levels, with each lower hierarchical level rolling up to a specific organization at a higher level.

Sub-organizations can be used to further breakdown or divide an organization. Sub-organizations may be used by an agency for reporting purposes, but budgets cannot be established at this level. Expense budgets are established at the organization level.

The ORG2 table defines the organization level at which appropriations, allotments, expense budgets and revenue budgets are established. The Budgeting Organization Level will be set to 01 for appropriations and allotments. However, based on the controls set on the FGY2 table, Organization codes will not be used on appropriation and allotment documents. Expense budget and revenue budget documents will contain an Organization code. In general, the Budget Organization Level will be set at lower-level organizations for expense budgets and revenue budgets.

The Budgeting Organization Level is defined for each organization. Since budgets are established at various organization levels, an explosion process generates expense budgets for organizations reporting to the organization used in the budget preparation system. The explosion process will only include organizations defined as Expense Budget Organization Levels. The explosion process creates the Automated Expense Budget (EBA) document. This document can be used by agencies to

create internal budgetary controls. The use of the EBA document will be discussed in more detail later.

The ORG2 table is maintained by OA. It is recommended that control options for existing funds and agencies are not changed during a fiscal year.

Organization

Fiscal Year: 99 Agency: 350 Organization: 3000 Manager:
Org Name: Domestic and Intl Marketing Organization Level: 03
Fund: Activity: Function: Project:
☐ Inactive Buyer:
Budget / Reporting Org Options and Controls

Budgeting Organization Levels

Expense Budget Organization Level	03
Revenue Budget Organization Level	01
Appropriation Organization Level	01
Allotment Organization Level	01
Indirect Cost Organization Level	03

Reporting Organizations

1	1350	2	2360	3	3000	4	
5		6		7		8	
9		10		11		12	

System Control Options (SOP2)

The System Control Options (SOP2) table sets statewide expense budget controls and other controls for the entire SAM II system. As shown in the example, the SOP2 table will have Expense Budget Control set to Bud Obj Class, which requires the Budget Object Class field on expense budgets lines.

The SAM II System Administrator controls the SOP2 table and reviews all requests to update or modify the settings on the table.

System Control Options (2 of 2)

Fiscal Year: 99

General Accounting Options

Prior Document Reference	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Default	
Vendor Name	<input checked="" type="radio"/> Req'd	<input type="radio"/> Not Req'd	<input type="radio"/> Default	
Enable Code Verification	<input type="radio"/> Yes	<input checked="" type="radio"/> No	<input type="radio"/> Default	<input type="checkbox"/> JV Payroll Encumbrance
Obligation Carry	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Default	Note Days: 999
Update Appropriation from EB	<input type="radio"/> Yes	<input checked="" type="radio"/> No	<input type="radio"/> Default	<input checked="" type="checkbox"/> Update Real Time Ledger
JV Cash Indicator Required	<input type="radio"/> Yes	<input checked="" type="radio"/> No	<input type="radio"/> Default	<input checked="" type="checkbox"/> Project Accounting
FASB / GASB Institution	<input type="radio"/> FASB	<input checked="" type="radio"/> GASB	<input type="checkbox"/> Allotment Amount Defaulted	<input type="checkbox"/> NACUBO
Expense Budget Control	Bud. Obj. Class		Cash Management View	Full Rejection

Subsystem Options

Job Cost	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Default	Fleet Management	<input type="radio"/> Yes	<input checked="" type="radio"/> No	<input type="radio"/> Default
Extended Purchasing	Installed with Linking			Inventory Control	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Default
<input type="checkbox"/> Advanced Budget Prep				<input checked="" type="checkbox"/> Fixed Asset History	<input type="checkbox"/> Debt Management		
<input checked="" type="checkbox"/> Advanced Receivables				<input checked="" type="checkbox"/> Project Billing	<input type="checkbox"/> Advanced Grants		
Automated Grants Entries	Not Applicable						